

Professional and Managerial Branch
Miscellaneous Managerial Group
Sewage Plant Supervision Series

E.P.W.U. RECLAMATION PLANT
SUPERINTENDENT
09/89

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the operation, maintenance, functions and activities of a raw sewage to potable water reclamation plant; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, directs, supervises and inspects the operation of a wastewater/water treatment plant; assigns and supervises plant maintenance; analyzes and evaluates processing methods and makes recommendations for improvement; confers with engineers on plant additions or improvements; recommends specifications for equipment and materials purchase; supervises the preparation of required operation and effluent reports; plans and implements preventive maintenance programs; supervises the taking, testing and analysis of samples; assures compliance with federal, state and local rules and regulations.

Develops, submits and controls budgets for plant operations; prepares requisition for supplies, materials and equipment; maintains records and prepares reports.

Supervises, trains, and evaluates assigned personnel; prepares shift rotation schedules; enforces established rules and regulations, standards of conduct and work attendance; develops, implements, enforces and complies with safe working practices and procedures.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of two years of college course work (study in a field of engineering desirable) and six years of progressively responsible experience in the operation and maintenance of a wastewater treatment plant, four years of which must have been at the level of a Sewage Plant Operator III, Maintenance Mechanic II or higher; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the processes and equipment used in wastewater treatment; considerable knowledge of sewage treatment and sludge processing; considerable knowledge of the effects of industrial wastes on treatment processes; considerable knowledge of state and federal health regulations; considerable knowledge of safe working practices; good knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to supervise, train and evaluate assigned personnel; ability to enforce safe working practices and procedures, standards of conduct and work attendance; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to analyze and prepare specifications for plant improvement; ability to maintain records and prepare reports.

Physical Requirements: Exposure to noxious odors; mobility within a treatment facility environment; lift and carry heavy objects (up to 50 pounds); climb ladders to access equipment; subject to call during non-working hours; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state; Texas Class "B" Sewage Certificate of Competency.

Director of Personnel

Department Head